

Date sent: Mon, 29 Sep 1997 18:28:32 -0500 (CDT)  
From: "Heather V. Rectanus" <veith@ne.ksu.edu>  
To: ERFowler@eece.ksu.edu  
Subject: Re: Tau Beta Pi

Dr. Fowler,

Today, I spoke with Maureen in the Dean's office. She directed me to Linda Streiter for both the telecom and furniture issue. I will give Linda a memo concerning the furniture. She knew that she should be looking for furniture for someone. I also visited the office in Seaton. The room is 11.5 ft by 13.5 ft. I told Linda that I would include the measurements on the memo. I think that we can fit all the furniture in there. Next, telecom. I have a contact person in telecom. However, Linda said that the dean's office ordered a new phone system and telecom said that it would take three months!! I checked out the existing phone stuff in the room. It looks pretty good, I don't think that they will have to run new wire. Hopefully, we can get phone service sooner. I will be on this task tomorrow.

I spoke with Dean Rathbone today. He hadn't looked at the list but he said that I could pick it up late Tuesday afternoon. Looks good. I'll swing by and try to pick it up 3:15 and again at 4:45 (if it isn't there at 3:15). If still not there, I'll call and leave a message on Dean Rathbone's voice mail Tuesday evening around 5:00. If all else fails, I can re-print the info from the web.

I have read over everything. Most of the rest of my questions will be answered after I see how the convention in MN works.

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